

## 2014 Fiscal Year-End Processing

### Compensatory, Holiday, Family Care, and Personal Leave Balances

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#### **COMPENSATORY (COMP) LEAVE**

Compensatory leave is not automatically zeroed out in the HRIS/payroll system. Instead, a report showing the comp leave hours, bargaining unit, and bargaining status of each employee will be provided to you on approximately June 17, 2014. The comp leave hours shown on this report are as of the end of the May 23, 2014, pay period. This report should be utilized to determine the comp time to be paid out in the last pay period of the fiscal year (pay period beginning June 6, 2014, and ending June 19, 2014). It is the department's responsibility to make sure an employee uses or is paid for any comp leave hours that cannot be carried over to the new fiscal year.

For departments not using the HRIS Time Reporting Module, comp leave hours should be paid by entering the hours on PAYN for the June 6, 2014, pay period. For all other departments, the time sheet for the June 6, 2014, pay period should be used to pay unused comp leave hours by entering time type 600 (Comp Time Pay) for the total number of hours to be paid. This time type must be entered on the time sheet on the first Friday of the pay period (June 6, 2014). Comp leave pay (paid as a lump sum) is treated as IPERS-covered wages up to a maximum of 240 hours each fiscal year. Any hours exceeding the 240 hour fiscal year limit must be paid using P1 type 844 in the Income Not Subject to Retirement field. A corresponding P1 type 271 Leave Balance Correction would need to be prepared to reduce the comp hour balance by the number of hours paid out on the P1 type 844. Comp leave pay will be paid as part of the June 27, 2014, paycheck.

A second report of comp leave hours will be provided to departments on approximately June 30, 2014, to be used to verify that employees' comp leave hours are correct for the new fiscal year.

#### **NON-CONTRACT**

Non-contract employees who are eligible for comp leave and have a balance at the end of the fiscal year will have their comp leave hours carried over into the new fiscal year (FY 2015).

#### **AFSCME**

Employees covered by the American Federation of State, County, and Municipal Employees (AFSCME) collective bargaining agreement must receive payment (exceptions noted below) for unused comp leave hours earned through June 19, 2014 at the hourly rate of pay as of June 19, 2014. Effective June 20, 2014, comp leave hours will begin to accrue for the new fiscal year.

**Exceptions:** Employees in the bargaining units listed below, at their discretion (except for Patient Care in box 2), are allowed to carry over the specified number of unused comp leave hours into the next fiscal year.

Unit	Carryover	Reference
Patient Care: Registered Nurse, Nurse Clinician, Nurse Specialist, Nurse Practitioner, Activities Specialist and Physician Assistant	40 hours	Appendix W
Patient Care (exception listed above)	All hours carry over; not paid out	Appendix W
Clerical	40 hours	Appendix R
Public Defense	20 hours; paid out on 09/30	Appendix G
DOT	40 hours carry over; paid out on 03/31 or 09/30	Appendix I
DHS	40 hours	Appendix J
IVH	40 hours	Appendix V
DAS – General Services Enterprise	All hours carry over; paid out on 09/30	Appendix L

Employees in the Professional Fiscal & Staff bargaining unit (004) may use comp leave hours through June 30. Any comp leave hours used from June 20, 2014, through June 30, 2014, will be entered as normal on the timesheet or in PAYN. If an employee does not plan to use earned comp leave hours between June 20 and June 30, the Employer should pay the

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employee for all unused comp leave hours in the June 6, 2014 to June 19, 2014 pay period. Comp leave hours for the previous fiscal year not paid in the June 6, 2014, pay period or used on or before June 30 must be paid out on the first Friday of the pay period beginning June 20, 2014, and ending July 3, 2014.

### **SPOC**

Employees covered by the State Police Officers Council (SPOC) collective bargaining agreement (with the exceptions listed below) must receive payment for unused comp leave hours earned through June 19, 2014, at the hourly rate of pay as of June 19, 2014. Effective June 20, 2014, comp leave hours will begin to accrue for the new fiscal year.

*Conservation Officers* – A request for a one (1) time lump sum payout may be made for those hours earned up to eighty (80) hours, once per fiscal year, as long as the request is made by April 1 of the fiscal year in which the time was earned. Comp leave hours not paid for by the Employer or used by the employee by the pay period including September 1 shall be paid out.

*Park Rangers* – Comp leave hours are earned beginning April 1 and ending March 31 of the following year. Earned comp leave hours not paid or used on or before March 31 will be paid out at the current hourly rate of pay.

*Fire Inspectors* – Comp leave hours not taken or paid by June 19, 2014, may be carried forward to the ensuing fiscal year; however, an employee's comp leave balance may never exceed two hundred and forty (240) hours.

*Troopers* – Up to 80 hours of comp leave not taken on or before June 19, 2014, may be paid out at the employee's discretion. All other comp leave hours shall be carried over to the new fiscal year.

*Special Agent 1's* – Comp leave hours may be paid out quarterly at the employee's discretion, not to exceed eighty (80) hours per year. All other comp leave hours shall be carried over to the new fiscal year.

### **UE/IUP**

Employees covered by the UE/IUP collective bargaining agreements may use comp leave hours through June 30. Any comp leave hours used from June 20, 2014, through June 30, 2014, will be entered as normal on the timesheet or in PAYN. If an employee does not plan to use earned comp leave hours between June 20 and June 30, the Employer should pay the employee for all unused comp leave hours in the June 6, 2014, to June 19, 2014, pay period. Comp leave hours for the previous fiscal year not paid in the June 6, 2014, pay period or used on or before June 30 must be paid out on the first Friday of the pay period beginning June 20, 2014, and ending July 3, 2014. If budgetary considerations dictate, the Employer may direct employees to use their earned comp leave hours between June 1 and June 30; Natural Resources Biologists in the Fisheries Bureau may be directed to use their earned comp leave hours by March 31.

## **HOLIDAY COMPENSATORY (COMP) LEAVE AND BANKED HOLIDAY LEAVE**

Holiday comp leave pay and banked holiday leave pay is treated as IPERS-covered wages up to a maximum of 240 hours for each pay type each fiscal year. Any hours exceeding the 240 hour fiscal year limit must be paid using P1 type 844 in the Income Not Subject to Retirement field. A corresponding P1 type 271 Leave Balance Correction would need to be prepared to reduce the comp hour balance by the number of hours paid out on the P1 type 844.

### **NON-CONTRACT**

Non-contract employees with a holiday comp leave or banked holiday leave balance at the end of the fiscal year will have the leave hours carried over into the new fiscal year (FY 2015).

### **AFSCME and SPOC**

Holiday comp leave hours owed to an employee are not automatically zeroed out at the end of the fiscal year. Holiday comp leave hours are to be taken at the request of the employee with the approval of the Appointing Authority. Such time shall be paid to the employee if not used on or before June 19, 2014. Conservation Officers, however, shall be allowed to bank up to one hundred twenty (120) hours of holiday comp leave.

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For departments on time reporting, the time sheet for the June 6, 2014, pay period should be used to pay unused holiday comp leave hours by entering time type 610 (Holiday Comp Pay) for the total number of hours to be paid. This time type must be entered on the time sheet on the first Friday of the pay period (June 6, 2014).

Banked holiday leave hours owed to an employee as an alternate holiday are not paid off at the end of the fiscal year. Banked holiday leave hours are taken at the request of the employee with the approval of the Appointing Authority and must be paid out if not used within twelve (12) months following the designated holiday. There is no mechanism in HRIS to track the date by which banked holiday leave hours must be used; it is the department's responsibility to make sure banked holiday leave hours are used or paid out within twelve months of the holiday they were earned.

### **UE/IUP**

Holiday comp leave hours are added to the regular comp leave balance throughout the year as they are earned. See the Compensatory Leave section for the UE/IUP rules regarding comp leave usage and payout.

## **HOLIDAY PREMIUM PAY**

### **NON-CONTRACT, AFSCME and SPOC**

Employees must be paid for the hours **worked** on a holiday. The actual holiday hours can be paid or saved as banked holiday leave, but only the premium portion of the holiday hours worked can be saved as holiday comp leave. For example, if an employee works ten hours on a holiday, the employee must be paid ten hours at his or her regular rate of pay. For the premium portion of the holiday (5 hours), the employee can choose to receive payment, or may save the premium hours as holiday comp leave. See the Holiday Compensatory Leave section for the rules regarding holiday comp leave usage and payout.

### **UE/IUP**

When an employee is required to work on a state scheduled holiday, the employee will receive holiday premium pay at the rate of one and one-half (1½) the employee's regular hourly rate for all hours actually worked. Such compensation shall be paid out and shall not be computed as hours worked for comp leave.

## **FAMILY CARE AND IUP (SOCIAL SERVICES) PERSONAL LEAVE CARRYOVER**

### **NON-CONTRACT**

Non-contract employees are not eligible to carry over any unused family care leave balances from one fiscal year to the next. The family care leave balance will be populated with 40 hours for use in the new fiscal year as of the June 20, 2014, pay period.

### **AFSCME and SPOC**

AFSCME and SPOC employees may carry over unused family care leave hours each fiscal year. A program will be run in HRIS in the June 20, 2014, pay period to add 40 hours of family care leave to the remaining unused family care leave balance from the previous fiscal year, up to a maximum balance of 80 hours.

### **UE/IUP – SOCIAL SERVICES UNIT**

Personal leave hours can be used by IUP employees in the Social Services unit on a fiscal year basis; hours remaining as of June 19, 2014, can be used through June 30, 2014. A program will be run in HRIS to add 40 hours of personal leave in the June 20, 2014, pay period to the unused personal leave balance remaining as of June 19, 2014, up to a maximum of 80 hours. Employees who use personal leave hours between June 20 and June 30 for fiscal year 2014 may need a leave balance correction to accurately show the beginning balance for fiscal year 2015.

### **UE/IUP – SCIENCE UNIT**

IUP Science unit employees are not eligible to carry over any unused family care leave balances from one fiscal year to the next. The family care leave balance will be populated with 40 hours for use in the new fiscal year as of the June 20, 2014, pay period.